

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 505 KAR 1:080, 707 KAR 1:140 and 707 KAR 1:230 3-JDF-5C-04-5
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Instructional Staffing		
POLICY NUMBER: DJJ 725.1		
TOTAL PAGES: 2		
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APPROVAL: Bridget Skaggs Brown		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice shall insure that education staffing for regional juvenile detention centers is in compliance with Federal and state laws and regulations through written agreement with local school districts or private or public providers.

II. APPLICABILITY

This policy shall apply to all DJJ regional juvenile detention centers.

III. DEFINITIONS

Not Applicable

IV. PROCEDURES

- A. DJJ Education Branch staff shall be responsible for reviewing the contents of the written agreements with DJJ regional juvenile detention center staff.
- B. The superintendent of the regional juvenile detention center shall meet annually with the school administrator for the purpose of determining education staffing needs for the next year.
- C. The superintendent of the regional juvenile detention center shall participate in the local school district interview process for the hiring of any education staff for the regional juvenile detention center.
- D. The superintendent of a regional juvenile detention center or designee shall provide program orientation to all new education personnel prior to working with the youth. The orientation shall include DJJ policies and procedures regarding personal conduct, supervision of youth, special incident reporting and other relevant laws and regulations that apply.

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V. MONITORING MECHANISM

The DJJ Education Branch Manager or designee, the DJJ Quality Assurance Branch, the Regional Facilities Administrator, the superintendent of the regional juvenile detention center, and the school administrator shall monitor these activities. Monitoring shall be conducted at least annually.